



ROCKFORD POLICE DEPARTMENT

GENERAL ORDER

NUMBER: 10.01

TITLE: Written Directives

SERIES NUMBER: 10

SERIES TITLE / SUBJECT: Organization, Management, and Administration

TOPICS/ REFERENCE: Bulletins, General Orders, Memoranda, Personnel Orders, Policy, Procedures, Rules and Regulations, Special Orders

APPENDICIES: A, B, C, D, E

ORIGINAL EFFECTIVE / ISSUE DATE: February 06, 2004

DATE OF LAST REVISION: October 17, 2014

THIS ORDER REMAINS IN EFFECT UNTIL REVISED OR RESCINDED

CALEA STANDARDS: 12.2.1 – 12.2.2

Policy:

Both professional law enforcement administration and the management of liability require a written directive system that clearly states a police department's policies and procedures and governs the agency's general activities. It is the policy of the Rockford Police Department to have and maintain a written directive system that accurately and effectively provides all employees with a clear understanding of the expectations, constraints, legal obligations and ethical considerations relating to the performance of their duties.

Purpose:

The purpose of this General Order is to establish the definitions and formats, as well as the authority and responsibility for preparation, issuance and review of all written directives including, Rules and Regulations, General Orders, Special Orders, Personnel Orders, Memoranda and Bulletins. This order will also establish a system of organizing and indexing these documents in a way that permits all personnel to rapidly access individual directives. It further establishes how personnel are notified when new directives are issued and previous directives are revised or rescinded.

These guidelines are not meant to be all-inclusive, since each incident must be dealt with on an individual basis, but are intended as broad guidelines to assist the employees and supervisors involved

This Order is comprised of the following numbered section:

- I. DEFINITIONS
- II. ISSUING AUTHORITY
- III. PREPARATION OF WRITTEN DIRECTIVES
- IV. ORGANIZATION AND INDEXING OF GENERAL ORDERS

- V. PROCEDURES FOR REVIEWING WRITTEN DIRECTIVES
- VI. PROCEDURES FOR REVISING AND PURGING WRITTEN DIRECTIVES
- VII. NOTIFICATION OF NEWLY ISSUED, REVISED OR RESCINDED DIRECTIVES
- VIII. EFFECTIVE DATE
- IX. REVIEWS, REVISIONS AND CANCELLATIONS

Appendices:

- A. Example of General Order format
- B. Example of Special Order format
- C. Example of Personnel Order format
- D. Example of Memorandum format
- E. Example of Bulletin format

I. Definitions:

- A. **POLICY:** Policy is a statement of the Department's philosophy on a given issue. Policy consists of principles and values, which guide the performance of Department employees by building a framework within which the officer can and should function. Policy is based on ethics, experience, the law, and the interests and desires of the community.
 - 1. The Chief of Police will determine policy through a collaborative effort within the organization.
 - 2. Each General Order, rule or regulation will begin with a policy statement.
- B. **RULES AND REGULATIONS:** Rules and regulations are specific directions, requirements or prohibitions governing what an employee will or will not do.
 - 1. Deviation from rules is not permitted unless there is a valid excuse for non-compliance.
 - 2. Violations of rules typically result in disciplinary action.
- C. **PROCEDURE:** A procedure defines a method of performing an operation or a manner of proceeding on a course of action. Procedures set forth the exact actions to be taken to best achieve a desired objective.
 - 1. It is recognized that some flexibility and justifiable deviation may be allowed.
 - 2. Whereas violations of rules typically result in disciplinary action, violations of procedural steps may result in disciplinary action.
 - 3. Officers need to be prepared to justify such deviations and would normally do so in written form via an incident report.
- D. **GENERAL ORDER:** General Orders are written tools to communicate policies, rules and procedures on issues which are both recurrent in nature, and incidents which may occur on a sporadic basis. Arrest procedures and issuing of traffic citations are typical of recurrent issues. Response to barricaded subjects or civil disturbances are typical of sporadic incidents. Furthermore, General Orders will be issued to communicate changes in Department organization, installation of permanent programs, use of police facilities or equipment and relationships with other agencies or citizens of this community.
- E. **BULLETINS:** Bulletins are issued for specific educational and informative purposes. Examples of information requiring a Bulletin are training Bulletins announcing

department weapons qualifications, criminal activity or intelligence information, or notification of Department sanctioned social or recreational events.

- G. MEMORANDA: Memoranda will be used to communicate useful, specific information about an issue or an event when a formal order is not required. Memoranda constitutes a directive affecting specific behavior or to explain or emphasize portions of previously issued orders. Any Memoranda which impact a General Order shall list the number and title of said General Order. The General Order referenced should then be reviewed for any necessary permanent changes as a result of the memorandum.
- PERSONNEL ORDERS: Personnel Orders are written and issued for assignments, transfers, promotions, discharges and retirements.
- H. SPECIAL ORDERS: Special Orders, when issued, will relate to a specific event or situation, outlining the policy and procedures to be adhered to in connection with that event or situation. A Special Order may or may not affect the entire Department and will be of a temporary or self-canceling nature. Parades or planned public demonstrations are examples of events or situations requiring a Special Order.
- I. POWER DMS (DOCUMENT MANAGEMENT SYSTEM): An electronic order verification system utilized to electronically distribute, sign and archive revisions and issuances of Departmental General Orders, Special Orders, Personnel Orders, Memoranda, and Bulletins.

II. Issuing Authority:

- A. Any member of the Department may, by virtue of expertise or position of function, be designated to author or provide source material for a written directive. The overall authority to issue, modify or approve written directives is designated to the Chief of Police. However, authority and responsibility to issue directives is delegated to the following:
 - 1. RULES AND REGULATIONS: Rules and Regulations are issued by the Chief of Police or designee.
 - 2. GENERAL ORDERS: General Orders are issued by the Chief of Police or designee.
 - 3. SPECIAL ORDERS: Special Orders are issued by the Chief of Police or designee.
 - 4. PERSONNEL ORDERS: Personnel Orders are issued by the Chief of Police or designee.
 - 5. MEMORANDA: Memoranda are issued by the Chief of Police, Commanders or their designee.
 - 6. BULLETINS: Bulletins may be issued by the Chief of Police, Commanders, Unit supervisors or their designee.

III. Preparation of Written Directives:

- A. Rules and regulations, General Orders, Memoranda and Bulletins issued at any level of command shall not conflict with established policy or procedure unless such order, Memoranda or Bulletin has the necessary indexing and notations to do so. Example: If a Memoranda is issued affecting a General Order, that Memoranda will index the number of the General Order and a statement at the start of the Memoranda would qualify the relationship of the Memoranda to the General Order.

- B. Any order, Memoranda or Bulletin will be written in precise and positive language. An emphasis will be placed on giving direction to the personnel reading the order by describing actions or procedures to be taken, versus actions or procedures not to be taken.
- C. Prior to being issued, written orders will be reviewed by the author's Bureau Commander and sent to the Accreditation Section for review to determine if the order contradicts other Department policy or any applicable law. It will also be determined if the written order affects and/or meets CALEA accreditation standards.

IV. Organization and Indexing of General Orders:

- A. General Orders will be indexed numerically and by subject matter. The numerical system will be as follows:
 - Series 01 – Law Enforcement Role, Responsibilities, and Relationship
 - Series 10 – Organization, Management, and Administration
 - Series 20 – Personnel Structure
 - Series 30 – Personnel Process
 - Series 40 – Law Enforcement Operations
 - Series 50 – Operations Support
 - Series 60 – Auxiliary and Technical
- B. General Orders shall show reference to relevant rules, regulations, statutes, ordinances and previous orders that are to be superceded, cancelled, rescinded or otherwise affected. All General Orders shall be prepared on the General Order format with the heading of each General Order listed with the following:
 - 1. GENERAL ORDER NUMBER: The number for the individual General Order being issued.
 - 2. ORDER TITLE: The title of the General Order.
 - 3. SERIES NUMBER: Based on the numerical system described in section IV. A above.
 - 4. SERIES TITLE / SUBJECT: The title of the series described in section IV. A above that corresponds with the series number.
 - 5. TOPICS / REFERENCE: Specific topics, key index words, and references to citations from other governing bodies or authoritative sources (e.g. statute numbers, case law).
 - 6. APPENDICES: Examples of forms, lists, text of statutes, or other documentation supporting the General Order.
 - 7. ORIGINAL / EFFECTIVE/ISSUE DATE: When General Order was first issued and became effective.
 - 8. DATE OF LAST REVISION: When General Order was last revised and reissued.
 - 9. THIS ORDER REMAINS IN EFFECT UNTIL REVISED OR RESCINDED.
 - 10. CALEA Standards: Applicable CALEA standards based on the 5th Edition.
- C. The text and sections of the General Order will be formatted in a style consistent with this document beginning immediately after the heading, using size twelve (12), Calibri (Body) font, in Microsoft Word. Microsoft Word paragraph format options should coincide with those applied in this document in the sequence shown in Appendix A.
- D. Each page will include a header that includes the respective page number.

- E. Special Orders, Personnel Orders, Memoranda, and Bulletins will be issued in a standardized format using sequential numbering beginning on January 1st of each calendar year, continuing to the end of that calendar year. Example: Special Order 200X-001 (Appendix B), Personnel Order 200X-001 (Appendix C), Memoranda 200X-001 (Appendix D), Bulletin 200X-001 (Appendix E). The format for each of the above will be available on the Department Intranet for those persons authorized to author and issue the written document. Size twelve (12), Times New Roman font, in Microsoft Word, will be used for all narrative text.

V. Procedures for Reviewing Written Directives

- A. General Orders should be reviewed annually by the issuing authority to determine if changes should be made because of changed circumstances or occurrences during the previous year.
- B. Memoranda not assigned an expiration date should be reviewed annually by the issuing authority to determine if changes should be made because of changed circumstances or occurrences during the previous year.
- C. Bulletins are always assigned an expiration date within a year from their issue date, and therefore do not need to be reviewed.
- D. Personnel Orders are notifications, not policy, and therefore do not need to be reviewed.
- E. Special Orders are always assigned an expiration date within a year from their issue date, and therefore do not need to be reviewed.

VI. Procedures for Revising and Purging Written Directives:

- A. In an effort to keep current with unavoidable change, the Department is committed to updating, revising and purging policy and procedure statements, on a regular basis.
- B. Any employee who becomes aware of a written directive that contradicts other existing written directives or new or revised applicable laws are encouraged to notify their respective Bureau Commander.

VII. Notification of Newly Issued, Revised or Rescinded Written Directives:

- A. The Accreditation Section is responsible for advising all personnel of newly issued or revised General Orders, Special Orders, Personnel Orders, Memoranda, and Bulletins.
- B. General Orders, Special Orders, Personnel Orders, Memoranda, and Bulletins will be issued to all sworn personnel and to those civilian personnel that the Order applies to.
- C. Newly issued, revised directives will be distributed electronically through the use of Power DMS. All recipients are required to reply to the new or revised General Orders, Special Orders, Personnel Orders, Memoranda, and Bulletins Notice with an electronic signature.
- D. All personnel are responsible for reviewing and adhering to the policies and procedures described within all Department General Orders, Memoranda, Personnel Orders and Special Orders issued to them.
- E. All personnel shall be responsible for logging into Power DMS at the beginning of their shift to view all pending messages including those that pertain to any and all newly issued, revised or rescinded written directives.

- F. All personnel are responsible for contacting a supervisor for clarification and/or explanation of any items they do not understand or are not clear to them.
- G. Electronic versions of all active written directives shall be available for viewing and print on Power DMS.
- H. Personnel who wish to maintain hard copies of Department written directives may do so. The Department neither encourages nor discourages officers from printing documents for later reference.
- I. Original, signed copies of General Orders are kept with the Accreditation Section.

VII. Effective Date:

- A. The Department's policy on Written Directives became effective on February 6, 2004

VIII. Reviews, Revisions and Cancellations:

- A. This General Order is scheduled to be reviewed annually and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order *10.01 – Written Directives*.
- B. This order is a revision of and supercedes General Order *10.01 – Written Directives* issued February 6, 2004.
- C. Any employee with suggestions for revisions to this order are encouraged to submit an Officer's or Civilian Employee's report with their ideas to the Commander of the Administrative Services Bureau.

BY ORDER OF

Chet Epperson

Chief of Police

APPENDIX A



ROCKFORD POLICE DEPARTMENT

GENERAL ORDER

NUMBER: 10.01

TITLE: Written Directives

SERIES NUMBER: 10

SERIES TITLE / SUBJECT: Organization, Management, and Administration

TOPICS/ REFERENCE: Bulletins, General Orders, Memoranda, Personnel Orders, Policy, Procedures, Rules and Regulations, Special Orders

APPENDICIES: A, B, C, D, E

ORIGINAL EFFECTIVE / ISSUE DATE: February 06, 2004

DATE OF LAST REVISION: May 01, 2013

THIS ORDER REMAINS IN EFFECT UNTIL REVISED OR RESCINDED

CALEA STANDARDS: 12.2.1 – 12.2.2

Policy:

Purpose:

This Order is comprised of the following numbered sections: (always use this language as shown)

- I. DEFINITIONS (Always listed first if used, if not then title of first section)
- II. TITLE OF FIRST TOPIC SECTION (Always in bold and capitals)
- III. TITLE OF SECOND TOPIC SECTION (Always in bold and capitals)
- IV. TITLE OF THIRD TOPIC SECTION (Always in bold and capitals)
- V. (CONTINUE WITH TITLES OF SECTIONS AS NEEDED)
- VI. EFFECTIVE DATE (Always in bold and capitals)
- VII. REVIEWS, REVISIONS AND CANCELLATIONS (Always in bold and capitals)

Appendices: (If used)

- A. First Appendix Title
- B. Second Appendix Title (etc.)

- I. Definitions: (Always listed first in bold and caps if applicable, if not move to first topic section)

APPENDIX A PAGE 2

- II. Title of First Topic Section
 - A. Major subdivision text
 - 1. Section of major subdivision
 - a. Subsection or description of the section
 - 1) Additional breakdown of the subsection
 - a) Further breakdown of the subsection
- III. Title Of Second or Subsequent Topic Section
- IV. Effective Date: (Always in bold and caps and always the last topic section)
 - A. The Department's policy on XXXX (title of Order) became effective on XXXX, XX, XXXX (Month, Day, Year). (Use this language when the order is a revision of a previous order); or
 - B. The effective date of this Order is XXXX XX, XXXX (Month, Day, Year) (Use this language when the order is newly issued and does not supercede any previous order)
- V. Reviews, Revisions and Cancellations:
 - A. This General Order is scheduled to be reviewed annually and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order 10.01 – Written Directives. (always use this language as shown)
 - B. This order is a revision of and supercedes General Order XX.XX – (name) issued XX (original date of issue) (use this language as shown when order is a revision); or
 - B. This order does not supercede or cancel any previously issued Department policy or procedure. (use this language as shown when order is new or not a revision of any previous order)
 - C. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the XXX (Commander of the Bureau responsible for review)

BY ORDER OF

_____/____/____

(Name of current Chief of Police)

Chief of Police

APPENDIX B

ROCKFORD POLICE DEPARTMENT

SPECIAL ORDER NUMBER 200X-001		PAGE 1 OF 1	
DISTRIBUTION LEVEL Insert Information	ISSUE DATE Insert Date	EFFECTIVE DATE Insert Date	EXPIRATION DATE Insert Date
To: All Chiefs, Division Commanders, Supervisors, Officers, etc., or specific person			
From: Author of the special order			
Subject: Topic of the special order			

EXAMPLE ONLY

The narrative text of the special order will be written in this space by the author

APPENDIX C

ROCKFORD POLICE DEPARTMENT

PERSONNEL ORDER NUMBER 200X-002		PAGE 1 OF 1	
DISTRIBUTION LEVEL Insert Information	ISSUE DATE Insert Date	EFFECTIVE DATE Insert Date	EXPIRATION DATE Insert Date
To: All Chiefs, Division Commanders, Supervisors, Officers, etc., or specific person			
From: Author of the personnel order			
Subject: Topic of the personnel order			

EXAMPLE ONLY

The narrative text of the personnel order will be written in this space by the author

APPENDIX D

ROCKFORD POLICE DEPARTMENT

MEMORANDUM NUMBER 200X-003			PAGE 1 OF 1
DISTRIBUTION LEVEL Insert Information	ISSUE DATE Insert Date	EFFECTIVE DATE Insert Date	EXPIRATION DATE Insert Date
To: All Chiefs, Division Commanders, Supervisors, Officers, etc., or specific person			
From: Author of the memorandum			
Subject: Topic of the memorandum			

EXAMPLE ONLY

The narrative text of the memorandum will be written in this space by the author

APPENDIX E

ROCKFORD POLICE DEPARTMENT

BULLETIN NUMBER 200X-004			PAGE 1 OF 1
DISTRIBUTION LEVEL Insert Information	ISSUE DATE Insert Date	EFFECTIVE DATE Insert Date	EXPIRATION DATE Insert Date
To: All Chiefs, Division Commanders, Supervisors, Officers, etc., or specific person			
From: Author of the bulletin			
Subject: Topic of the bulletin			

EXAMPLE ONLY

The narrative text of the bulletin will be written in this space by the author